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Approved For Release 2001/07/28 : CIA-RDP78-03991A000500030020-1

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 17 March 1955

FROM : Chief, Real Estate &amp; Construction Division

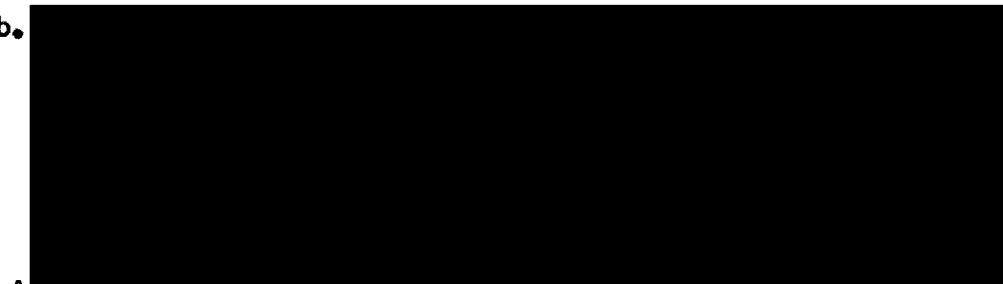
SUBJECT: Weekly Activity Report

1. Items of Special Interest:

## a. DCI Move from Admin. Bldg. to South Bldg.:

- (1) Preparation of oak paneling for DCI and DDCI suites complete. Installation and proper fitting of oak paneling is progressing behind schedule due to problems encountered, additional carpenters have been requested in order to complete job on schedule.
- (2) All new water coolers have been installed and are in operation.
- (3) Detailed plans for IAC Conference Room have been completed and forwarded to PBS. Partitions have been removed; and colling tower and air conditioning unit are being relocated this date.
- (4) Security Office is forwarding a memo to the D/OL setting forth their recommendations for GPO space. Upon receipt of this memo the D/OL and DD/S will furnish us with a solution to this space problem.
- (5) Work in Reception Area progressing, carpet installation scheduled for 21 March.
- (6) The Blind Stand will be moved to Admin. Bldg. prior to the move of the DCI.
- (7) Arrangements have been made with the contractor to complete work on the east elevator by 8 April. If minor adjustments are necessary they will be made on 9 and 10 April in order that the elevator will be available for operation on 11 April.

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(2) Commo:

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The changes for the Transmitter Site proposed by Commo have not been received to date. [REDACTED] is particularly anxious to receive these changes prior to 18 March so that their representative who is leaving on that date for [REDACTED] and the FE can give this information to [REDACTED] 25X1A

c. The Construction of TSS [REDACTED] 25X1A

25X1A

Final review of plans and specifications made on 15 March. [REDACTED] expect to sign out plans by 25 March to advertise for bids around the 1st of April.

2. General:

Regulation covering the functions of the Space Maintenance and Facilities Branch is 15% complete.

3. Projects and Studies in Process:

a. Construction and Utilities:

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(1) [REDACTED]

(a) Record Center Bldg.: Final inspection of the building portion of the contract is scheduled for today. Preliminary reports indicate that the contractor has completed all mechanical installations as planned.

Contractor's estimate for equipping a room for an ozalid machine was too high and it was decided to have the station forces perform this work.

(b) Emergency Reproduction Facilities: Preliminary plans and estimates being prepared and scheduled for completion by the end of this week.

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(2) [REDACTED]

Division representative left Headquarters on schedule.

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(3) [REDACTED]

Plans and specifications for air conditioning and construction of second floor Admin. Bldg. have been completed and are being forwarded to the Field by Dispatch.

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Appro [REDACTED]

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b. Real Estate:-

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- (1) Permit for [REDACTED]

Determination made to include permit in over-all tenancy agreement which is presently being drafted

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- (2) Deactivation of Commo Stations [REDACTED]

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Subject stations are now deactivated. [REDACTED]

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[REDACTED] requested to assume custody of the premises under arrangements previously made. All utility contracts terminated.

- (3) Office Space, [REDACTED]

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Contact Resident Agent presented proposal to lease additional space (800 sq. ft. at a rental of \$1,869.00 per annum) at present location. Proposal cleared with Security; representative of Acquisition Branch will inspect the space next week and make necessary arrangements for leasing with [REDACTED]

25X1A

- (4) Services of Gardeners and Boilermen in Agency-provided Living Quarters, [REDACTED]

25X1A

Field advised that every effort be made to release living quarters requiring services of gardeners and services of boilermen be reduced to an absolute minimum. Further, it was requested that Headquarters be furnished a report on this matter.

- (5) Additional Space, [REDACTED]

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Proposal for additional space cleared with Security and request made to GSA to lease 697 sq. ft. at a rental of \$2,091.00 per annum.

- (6) Lease of Safehouse, [REDACTED]

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Field advised that authority to lease subject property is contained in [REDACTED] Further, that reports be submitted under [REDACTED]

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- (7) Sale and Purchase of Safehouse, [REDACTED] 25X1A

Field requested authority to sell one safehouse and purchase another which would require an additional expenditure of approximately \$700.00. Matter pending recommendation from Support Mission, [REDACTED]

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- (8) Renovation of Leased Living Quarters, [REDACTED] 25X1A

Field requested authority to exceed 25% limitation and renovation of a leased living quarters. Matter pending recommendation from Support Mission, [REDACTED]

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- 25X1A (9) Real Estate Reports From Proprietary Projects re: [REDACTED]

Subject was discussed with Chief, Commercial Division; matter to be considered by Commercial Division and this office advised.

- (10) Review of Long Line Circuits with AT&T:-

AT&T requested that consideration be given to repricing of CIA long line circuits on an actual line basis. Matter being discussed with [REDACTED] and Commo.

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3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

Installation of weather-proof stripping for window type air conditioning units is in progress. Final inspection will be made upon completion of this work.

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b. FI [REDACTED] - Commo - Air Conditioning, Building [REDACTED]

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Satisfactory progress is being made on the installation of air conditioning units and tower.

c. Request of DD/P for Additional Space:

Final study relative to this problem is expected to be completed by the close of business Thursday, 17 March 1955.

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d. [REDACTED]

Contractor working on vault demolition at night with complete electrical outage scheduled each night this week. All security requirements have been taken into consideration.

e. Telephone Survey:

Physical surveys were conducted throughout the Medical Office and OO/Contact areas during this report period.

f. Moves:

Completed during past week:

OCD (partial) from [REDACTED]  
I&S within South, 15 March  
ONE (partial) within South, 15 March

14 March 25X1A

Tentative for coming week:

Relocation of Record Center from [REDACTED]  
21 March 1955.

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Chief,  
Real Estate and Construction Division

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